

*Example application form for the granting of a long-term leave of absence*

.....  
(first name and surname)  
.....  
(faculty)  
.....  
(specialisation of studies, year, level, mode)  
.....  
(register no.)  
.....  
(contact info: telephone no., email)

Kielce ..... 20.....

The Dean  
of the faculty of .....  
.....  
(first name and surname)

I kindly request to have a long-term leave of absence granted to me for the following period: .....

.....

I motivate my request by the following: .....

.....

.....

.....

.....

Please find attached the documents confirming that I meet the above requirements.

Yours sincerely

.....  
(student's signature)

*The dean's decision pursuant to the study Regulations, regarding the granting of a long-term leave of absence*

Acting in accordance with § 37 paragraph 3 subparagraph 2) and paragraphs 4-6,\*/§ 37 paragraph 8 \* of the study Regulations of the Jan Kochanowski University in Kielce, in power under Resolution No 169/2019 of the Senate of the Jan Kochanowski University in Kielce, dated 12.09.2019 (hereinafter referred to as the Regulations), I grant/do not grant\* you a long-term leave of absence for the following period: ..... from ..... to .....

In accordance with § 37 paragraph 6 of the Regulations, a student may be granted a long-term leave of absence, especially in the situations defined in that rule, in particular due to 1) taking up education at a different university, 2) finding oneself in a difficult life situation, 3) repeating a semester, or 4) individual or group trips organised by the University, the student council or any student organisations.

The student meets/does not meet\* the requirements mentioned in § 37 paragraph 6 because.....  
.....  
.....\*

/

In accordance with § 37, paragraph 8, a leave from studies is not applicable to the following students: 1) candidates for professional soldiers or professional soldiers who have taken up studies pursuant to a referral from a competent military organ and have received aid in connection with learning under the regulations on the military service of professional soldiers, 2) state service officers during candidate service or those who are state service officers, who have taken up studies pursuant to a referral or the consent of a competent superior and have received aid in connection with learning under the regulations on service.\*

In accordance with § 38 paragraph 3, a Student, after returning from a long-term leave of absence, is obligated to earn credit for all the curriculum differences determined by the dean.

In accordance with § 53 paragraph 1 of the Regulations, you are entitled to make an appeal against the present decision to the Rector of the Jan Kochanowski University in Kielce – through the Dean of the Faculty of ..... – within 14 days of having received it.

The present decision is not an administrative decision within the meaning of the Code of Administrative Procedure.

.....  
(date and dean's signature)

\* select as appropriate

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I have received the above decision and have read its contents.

.....  
(date and student's signature)